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COMBAT CENTER ORDER P1571.1E

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR THE RESERVE SUPPORT UNIT (SHORT TITLE:
SOP FOR THE RSU)

Ref: (a) MCO 1540.34B
(b) Marine Corps Mobilization Management Plan (MPLAN)
(c) MCO P1001R.IJ
(d) CCO P3440.1C
(e) MCO 1510.39A
(f) MCO 1001.55A
(g) MCO 1001R.56A
(h) RSU Training Support SOP (NOTAL)
(i) CCO P3120.4B
(j) CCO P3500.4F
(k) CCO 3500.11D
(l) MCO P1080.40B
(m) MCO 1001.52H
(n) MCO 1770.2A
(o) CCO P8000.4B
(p) MCO 1553.1B

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate Reserve Support Unit (RSU) missions and functions as the Commanding General's Special Staff for Reserve matters.

2. Cancellation. CCO P1571.1D.

3. Background. Per reference (a), the CG, MAGTF Training Command (MAGTFTC) is responsible for coordinating administrative and logistical support requirements for individual Reservists and Selected Marine Corps Reserve (SMCR) units performing Annual Training (AT) aboard the Combat Center with the base special staffs, directorates, and tenant commands. As the CG, MAGTFTC's Special Staff Officer for Reserve matters, and per reference (b), the Officer-in-Charge, Reserve Support Unit (OIC, RSU) is responsible for coordinating Reserve peacetime training aboard the Combat Center. Additionally, the OIC, RSU, in conjunction with the Mobilization Liaison Section (MLS) and Reservists permanently assigned to the RSU, form a cadre to be prepared to receive units and individuals to train aboard the Combat Center in the event of a general mobilization. The cadre will also maintain the capability to process individuals returning on active duty as Individual Mobilization Augmentee (IMA) and Preassigned Individual Marine Manpower (PIMM) per reference (c).

4. Information. The CG, MAGTFTC has operational and administrative control over the RSU. The Commander, Marine Forces Reserve (COMMARFORRES) provides technical guidance to the RSU. This relationship is limited to providing technical advice and assistance in matters pertaining to reserve training aboard the Combat Center and mobilization issues. Individual Mobilization Augmentee Detachment (IMA Det) members are under the operational control of the CG, MAGTFTC and the administrative

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control of the CG, Marine Corps Reserve Support Command (MCRSC). Oversight of all Reserve training aboard the Combat Center is maintained by the OIC, RSU as the Special Staff Officer to the CG, MAGTFTC for Reserve matters.

5. Summary of Revision. This revision contains substantial changes and must be completely reviewed.

6. Recommendations. Recommended changes to this SOP are invited. Forward any recommendations to the OIC, RSU, via the appropriate chain of command.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

//signed//
F. M. STEWART
Chief of Staff

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

RESERVE TRAINING PROGRAMS

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CHAPTER 1

RESERVE TRAINING PROGRAMS

1000. GENERAL

1. The OIC, RSU manages Reserve training programs and coordinates training support for all Reserve units and individuals who report to the Combat Center for Active Duty Training (ADT), Active Duty Special Work (ADSW), and Inactive Duty Training (IDT). Reserve training programs under the OIC, RSU's oversight include:

- a. Individual Mobilization Augmentee (IMA) Program.
- b. Special Augmentation Unit (SAU) Program.
- c. Reserve Counterpart Training (RCT) Program.
- d. Active Duty Special Work (ADSW) Programs.
- e. Marine Corps Communication-Electronics School (MCCES) Reserve Courses.
- f. Selected Marine Corps Reserve (SMCR), Annual Training (AT) Program.

2. The OIC, RSU will coordinate Reserve staffing requirements for all tenant units and Directorates/Sections aboard the Combat Center. Units should forward all requests for Reserve support to the OIC, RSU as requirements have been identified.

1001. IMA PROGRAM

1. The mission of the IMA Program is to train and track units and individual Reservists to serve in critical billets on the MAGTF's Table of Organization (T/O), which must be filled upon mobilization. An IMA Det is a peace time administrative grouping of IMAs designed to facilitate administration and control. During peacetime, IMA annual training consists of 48 IDT periods and a minimum of 12 days AT (excluding a travel day). Upon mobilization, IMAs are activated by the CMC to the T/O line number and billet to which they have been assigned and trained for.

2. The CG, MAGTF is the operational sponsor and has operational control of the Combat Center's IMA Det. As the CG, MAGTF's Special Staff Officer for Reserve matters, the OIC, RSU will perform the following functions related to the administration and training of the IMA Det:

- a. In conjunction with the Director, Manpower Directorate, ensure manned IMA billets are appropriately prioritized to meet the Combat Center's most critical anticipated personnel requirements upon mobilization.
- b. Coordinate determination of qualification, skill and training for IMA billets.
- c. Monitor and approve new IMA Det joins and transfers.
- d. As required, coordinate identification and justification of requirements for IMA billets.

e. Coordinate T/O modifications with the Director, Manpower Directorate and other directorates to whom IMA members are assigned.

f. Ensure that the IMA Det does not exceed manning levels authorized by CMC (RA).

g. Consolidate and submit IMA AT and ADSW orders requests. Ensure IDT attendance reports are submitted per reference (d).

h. Coordinate initiation of requests for recall of IMAs to Active Duty (AD). The Combat Center's IMA Det may be tasked with supporting disaster relief efforts either on a voluntary or involuntary basis per reference (e).

3. Directorates and sections with assigned IMA personnel will monitor the following requirements on IMA Det personnel and provide the OIC, RSU the results for submission to MCRSC or appropriate agencies:

a. Submit IMA fitness reports per MCO P1610.7.

b. Physical Fitness Test (PFT): Due on a calendar basis; submit date and score.

c. Professional Military Education (PME) Training: As required; submit date enrolled or completed and subject.

d. Drug Testing: Due annually or as required; submit date and results.

e. Uniform Inspections: Due annually; submit date and results.

f. Assignment and removal from Weight Control/Military Appearance Programs : due semiannually; submit date and results.

g. Proficiency and Conduct Marks: Due on prescribed occasions and annually, 31 December; submit date, occasion, and marks.

h. Promotions: Due on prescribed occasions; monitor the promotion status per current directives. Ensure sergeants and above submit their promotion photograph in a timely fashion. Submit meritorious promotion recommendations on deserving Marines.

i. Recall Information: Continuous update; submit current home address, home phone number, and work phone number.

j. Drill Sheets: Due at end of drill day; ensure they are properly filled out and validated by the Director or designated representative.

k. MCRSC By-Name Training Request Form: As required; ensure it is properly filled out and submitted 30 days prior to the first day of active duty.

4. Each Directorate Head should use the senior IMA Det member to assist the Director in monitoring the requirements of IMA Det personnel in the assigned sections.

1002. SAU PROGRAM

1. The SAU program provides SMCR members/detachments of the 4th Force Service Support Group (4th FSSG) opportunities to train with Active Component (AC)

counterparts. Members or detachments are normally assigned to various organizations and tenant commands aboard the Combat Center for two-week AT periods.

2. The OIC, RSU will perform the following functions related to the SAU program:

a. Consolidate and submit, as required, annual SAU requests to the CG, 4th FSSG (G-3).

b. Monitor and coordinate the assignment of SAUs to the Combat Center with the CG, 4th FSSG.

c. Coordinate SAU local transportation, billeting, messing, and administrative support with the appropriate Combat Center organizations and commands.

1003. RCT PROGRAM

1. Per reference (f), the RCT program provides individual members of the IRR with the opportunity to train in their primary MOS with their AC counterparts. RCT is ideally suited to train IRR members assigned to preassigned billets on the MAGTF's T/O. RCT participants are restricted to members of the IRR who are majors and below for officers and gunnery sergeants and below for enlisted personnel. Individuals are assigned for a 13-day period of active duty (exclusive of travel).

2. The OIC, RSU will perform the following functions related to the RCT program:

a. Consolidate and submit, as required, annual RCT opportunities to the CG, MCRSC (MTD-7).

b. Monitor and coordinate RCT assignments with the CG, MCRSC.

c. Provide RCT Program participants with administrative support per Chapter 2 of this Manual.

d. Coordinate RCT participant local transportation, billeting, messing, and administrative support with the appropriate Combat Center organizations and commands, as required.

1004. ADSW PROGRAMS. ADSW is authorized for assignment of Reserve Component (RC) personnel to Active Duty (AD) from applicable military or Reserve personnel appropriations for projects supporting Active Component or Reserve Component programs. Some assignment examples are projects supporting the operation of training camps or the conversion to new weapons systems when such duties are essential to the organization. Other billets could entail training site and exercise support, short-term mission projects, or administrative functions (other than day-to-day operations).

1. ADSW Active Component (ADSW-AC) Program

a. The ADSW-AC Program provides Military Personnel Marine Corps (MPMC) funding to order Reservists to AD in support of short duration AC projects, not to exceed 179 days per fiscal year without prior CMC (M&RA) approval (ADSW-AC and ADSW-RC are not cumulative). Such projects include study groups, training site visits and exercises, mission-related projects, and administrative support functions. Reserve members may be assigned to the ADSW-AC Program when the expertise required could

not be provided by AC personnel, government service employees, or when civilian contractor service is considered to be cost prohibitive or untimely. Requests for ADSW-AC Program support are submitted as requirements arise and usually require at least 30 days processing time prior to the first day of active duty. Reference (g) governs the ADSW-AC Program.

b. The OIC, RSU will perform the following functions related to the ADSW-AC Program:

(1) Assist the various organizations and tenant commands aboard the Combat Center with developing ADSW-AC requests. Review all ADSW-AC requests prior to submission.

(2) Coordinate the submission of ADSW-AC requests with the Director, Manpower Directorate.

(3) Coordinate the administrative requirements of Reserve members assigned to the ADSW-AC Program with the appropriate Combat Center organizations and tenant commands, and/or the Commanding Officer, Headquarters Battalion (CO, HQBN) (for those individuals assigned to ADSW-AC Program for 31 days or more).

(4) Coordinate ADSW-AC Program participant local transportation, billeting and messing and other administrative support, as required.

2. ADSW Reserve Component (ADSW-RC) Program

a. The ADSW-RC Program provides Military Personnel Marine Corps (MPMC) funding to order Reservists to AD in support of short duration RC projects, not to exceed 179 days per fiscal year without prior CMC (M&RA) approval (ADSW-AC and ADSW-RC are not cumulative). Such projects include study groups, training site visits, exercises, mission-related projects, and administrative support functions. Reserve members may be assigned to the ADSW-RC Program when the expertise required could not be provided by AC personnel, government service employees, or when civilian contractor service is considered to be cost prohibitive or untimely. Requests for ADSW-RC Program support are submitted as requirements arise and usually require at least 30 days processing time prior to the first day of active duty. Reference (h) governs the ADSW-RC Program.

b. The OIC, RSU will perform the following functions related to the ADSW-RC Program:

(1) Publish a letter annually during October for the following fiscal year soliciting ADSW requirements from the various Combat Center organizations and tenant commands.

(2) Consolidate and submit ADSW-RC requirements to COMMARFORRES via CG, MCRSC for approval, if appropriate.

(3) Monitor and coordinate ADSW-RC assignments with the COMMARFORRES, CG, MCRSC, gaining commands/organizations, and the CO, HQBN (for individuals assigned to ADSW-RC for 31 days or more).

(4) Coordinate ADSW-RC Program participant local transportation, billeting and messing, and other administrative support, as required.

1005. MCCES. MCCES provides communications-related MOS training to Reserve personnel participating in the Initial Active Duty for Training (IADT) or Incremental Initial Active Duty for Training (IIADT), skill progression training, and two week MOS refresher courses to members of the SMCR. When requested, the OIC, RSU will provide limited administrative support to the CO, MCCES in matters relating to Reserve training per Chapter 2 of this Manual.

1006. IDT PERIODS. The OIC, RSU coordinates logistical and training support requirements for SMCR units performing IDT aboard the Combat Center, per Chapters 2 and 3 of this Manual and references (i) and (j).

1007. SMCR UNIT. Unit ATs at the Combat Center generally are conducted in support of the Reserve Combined Arms Exercise (CAX) or unit specific AT. The COMMARFORRES is the Officer Scheduling the Exercise (OSE) for the two annual Reserve CAXs. These are usually CAX 7 and CAX 8 which are conducted during the June/July time period. Other Reserve unit ATs usually occur during the summer, but they may be scheduled throughout the year. The OIC, RSU will provide administrative, logistical, and training support to Reserve units performing AT at the Combat Center per Chapters 2 and 3 of this Manual and references (i), (j), (k), and (l).

1008. ASSOCIATE/APPROPRIATE DUTY

1. Associate Duty. Members of the IRR may perform IDT on an affiliated basis with a RC or AC unit. The intent of Associate Duty must be to enhance the Reservist's readiness. Pay and allowances are not authorized for performing this duty; however, IDT Reserve retirement credit points are awarded. Reference (d) refers.

2. Appropriate Duty. Members of the SMCR and IRR may be authorized to attend special functions, perform certain tasks, or undergo IDT for Reserve retirement credit points in a no pay status. Reference (e) refers.

3. The OIC, RSU will process all associate/appropriate duty requests and submit such requests to the CG, MCRSC for action.

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CHAPTER 2

RESERVE ADMINISTRATION

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CHAPTER 2

RESERVE ADMINISTRATION

2000. GENERAL. The OIC, RSU provides Reserve units and individuals with required administrative support per references (d) and (m), and provides guidance on Reserve administrative matters to the MAGTF/TC special staffs, directorates, and tenant commands. The OIC, RSU monitors administrative actions to ensure Reservists ordered to ADT, ADSW, or IDT are in a proper administrative status, paid on time, and released with the appropriate administrative actions completed.

2001. RESERVE ADT AND ADSW REQUESTS. All requests to assign Reservists to ADT or to ADSW Programs from tenant commands, MAGTF/TC special staffs and directorates will be reviewed prior to submission to the CG, MCRSC by the OIC, RSU. Requests for ADSW program orders for 31 days or more will be reviewed by the OIC, RSU, with an information copy to the CO, HQBN prior to submission. The OIC, RSU will forward IMA Det AT and ADSW orders requests to the CG, MCRSC 30 days prior to the first day of duty.

2002. AR PROGRAM BILLETS. The administration and management of the AR Program, formerly known as the Full-Time Support (FTS) Program, is promulgated in reference (n). The AR Program is designed to provide Reservists, on a full-time AD basis, to support the RC in the areas of administration, training support, and policy development. Units requesting AR billets should forward requests to the OIC, RSU and the Director, Manpower Directorate for review and submission to CMC (RA). Requests must include complete justification per reference (n).

2003. ADMINISTRATIVE CONTROL (ADCON) RESPONSIBILITIES. The following ADCON responsibilities are established with regard to RC members of MARFORRES performing ADT/ADSW and AC members of MARFORRES performing Temporary Additional Duty (TAD) aboard the Combat Center (less those assigned to MCCES). Such responsibilities involving relationships between RSU and HQBN will be developed into a Letter of Agreement (LOA) and will be validated annually.

1. The OIC, RSU exercises ADCON over RC and/or AC members of MARFORRES who perform ADT/ADSW or TAD, as appropriate, aboard the Combat Center with the tenant commands (less MCCES), MAGTF/TC special staffs and directorates, for periods of 30 days or less.

2. The CO, HQBN exercises ADCON over RC and/or AC members of MARFORRES who perform ADT/ADSW or TAD, as appropriate, aboard the Combat Center with the MAGTF/TC special staffs and directorates, for periods of 31 days or more, and will be joined by unit diary entry to the appropriate RUC.

3. The COs of other tenant commands (less MCCES) exercise ADCON over RC and/or AC members of MARFORRES who perform ADT/ADSW or TAD, as appropriate, aboard the Combat Center with such tenant commands for periods of 31 days or more, and will be joined by unit diary entry to the appropriate RUC.

4. The CO, MCCES exercises ADCON over RC and/or AC of MARFORRES who perform ADT/PDSW or TAD, as appropriate, aboard the Combat Center with MCCES for any period of time.

2004. MCCES. A MCCES Reserve Liaison office, under the operational control (OPCON) and ADCON of the CO, MCCES, coordinates administrative requirements for Reservists attending MCCES courses under IADT/IIADT, skill progression training, or two-week Reserve refresher training programs. When requested, the OIC, RSU will assist with administrative matters and develop/staff Reserve administrative policy matters concerning MCCES Reserve students.

2005. NAVAL RESERVE PERSONNEL. As required, the OIC, RSU will provide administrative assistance to Naval Reserve personnel through the Naval Hospital, Twentynine Palms Personnel Support Detachment (PSD). Naval Reserve personnel reporting to the OIC, RSU will receive appropriate endorsements from the RSU. Naval Reserve Personnel along with all orders and endorsements will then be directed to the Naval Hospital PSD which will coordinate Naval Reserve personnel pay and allowances through the Marine Corps Base, Camp Pendleton PSD.

2006. CASUALTY REPORTING/SERIOUS INCIDENT REPORTS. The OIC, RSU will be notified immediately of any injury of a Reservist that requires hospitalization and/or may require a Notice of Eligibility (NOE) procedure per reference (o). The OIC, RSU will assist the reserve unit or host command with casualty reporting requirements and Serious Incident Reports (SIRs). Any Reservist requiring hospitalization at the Naval Hospital, Twentynine Palms beyond the termination of the Reservist's AT, ADSW, or IDT periods will remain under the cognizance of the OIC, RSU until the individual is released or transferred to another hospital. Processing NOE benefits for the individual is the responsibility of the individual's parent command.

2007. RESERVE PERSONNEL AUGMENTATION ASSIGNED TO RESERVE UNITS. Reserve personnel assigned to augment Reserve units conducting exercise training at the Combat Center will be administratively joined and reaccessed by the Inspector-Instructor (I-I) Staff at the Reserve unit's Home Training Center (HTC). Individuals will then be issued TAD orders to the Combat Center for training. Administrative support for these personnel remains the Reserve unit's responsibility.

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CHAPTER 3

LOGISTICS/MOBILIZATION

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CHAPTER 3

LOGISTICS/MOBILIZATION

3000. GENERAL. The OIC, RSU assists Reserve units and individuals in the planning and provisioning of required logistical support. The level of support provided will be sufficient to ensure that unit-training objectives are accomplished safely and efficiently. Support requirements will be developed using reference (i). The OIC, RSU will perform necessary liaison and coordination between MAGTF/TC special staffs and directorates, tenant commands, equipment suppliers, other supporting units, and supported units. The OIC, RSU should be contacted with requests for coordination and liaison.

3001. LOGISTICS SUPPORT FUNCTIONS

1. Logistics support may include the acquisition, storage, movement, distribution, and maintenance of equipment and supplies required to support Reserve training. Reserve units may also receive augment equipment to support training from other Reserve units, resident commands, and Combat Center organizations. Augment equipment is requested and coordinated through MARFORRES. As required, the RSU may store, distribute and maintain organic unit equipment. In either case, personnel augmentation from the supported unit will be required.

2. Bill of Material (BOM). The OIC, RSU will receive training unit BOM requirements and forward them to the Direct Support Stock Control (DSSC) Branch no later than 60 days prior to the commencement of training. The BOM will include Class II, III, and IV requirements.

3. Contract Services. The OIC, RSU will receive training unit contract service requirements and submit them to the Purchasing and Contracting (P&C) no later than 90 days prior to the commencement of training. Contract services include:

- a. Leased vehicles.
- b. Porta-Heads.
- c. Dumpsters.
- d. Automated Data Processing (ADP)/administrative support equipment and telecommunications equipment.
- e. Ice.

4. Equipment Density List (EDL). Training units and their higher headquarters will develop EDL requirements. The RSU will assist in coordinating the temporary loan of equipment from the Exercise Support Division (ESD) and resident commands in order to meet EDL requirements. The RSU will assist in the receipt, storage and issue of EDL items shipped to the Combat Center and coordinate equipment retrograde with the Combat Center's Traffic Management Office (TMO).

5. General Supplies. The OIC, RSU maintains a General Supply Account consisting of MARFORRES equipment. This equipment will be available for issue to training units as requirements are identified in the exercise EDL.

6. Class I Items. The OIC, RSU will assist in coordinating the ordering, receipt, and issue of Class I items with the DSSC and the MARFORRES Food Services Officer (FSO).

7. Class IX/Maintenance. The OIC, RSU will assist with the coordination of Class IX and maintenance support requirements with the Commanding Officer, Combat Service Support Group-1 (CSSG-1), and the Head, ESD per reference (j). Reserve unit commanding officers are responsible for the proper maintenance of all items of equipment used by their units during periods of AT or IDT, to include first and second echelon maintenance, and delivery to designated third and fourth echelon maintenance areas when scheduled or required.

8. Messing. The OIC, RSU will receive and submit messing support requests to the Combat Center's Food Service Officer 30 days prior to the commencement of training per references (i) and (j).

9. Class V. The OIC, RSU will assist in the coordination of ordnance requisitions and issue between the training unit and the Combat Center Magazine Area (CMA) per references (i) and (p).

10. Transportation of Things (TOT). The OIC, RSU will establish liaison with the Combat Center's TMO to coordinate TOT requirements during Reserve unit IDTs and/or ATs. Support provided will include:

a. Assistance in preparing return Government Bills of Lading (GBL).

b. Coordinating equipment off-loading, loading, storage, and issue to the training unit.

c. Inspecting arriving equipment for damage.

d. Weapons and sensitive equipment/Training unit commanding officers are responsible for securing organic or temporarily loaned weapons during IDT and AT periods. To preclude loss of custody, weapons shipped to the Combat Center must not arrive prior to the arrival of the Reserve unit's advance party. No secure storage facility exists to accommodate weapons arriving at the Combat Center early.

11. Transportation of People (TOP). Reserve unit TOP to the Combat Center from the HTC or local airports is the training unit's responsibility. Coordinate with the OIC, RSU if assistance is required. The OIC, RSU will coordinate local transportation requirements with the South West Region Fleet Transportation for groups of 20 or less.

12. Billeting. The OIC, RSU will consolidate and submit training unit billeting requirements to the Director, Installations and Logistics (I&L) Directorate. Gaining commands/organization will coordinate billeting for Reservists assigned to them under the RCT, SAU or ADSW programs.

3002. MOBILIZATION

1. Reference (c) directs the Combat Center to be ready to train and monitor units and individuals as well as processing activated Marines upon mobilization. However, the Combat Center needs to retain the capability to receive and process activated IMA's and pre-assigned Marines. The MLS of the IMA Det will maintain that capability.

2. IMA Det MLS is responsible for in-processing of Marines activated upon mobilization. Processing of mobilized Marines will occur in building 1108T1. The MLS consists of a Headquarters Liaison, Legal, Medical, Dental, Administrative Processing, and Disbursing Section, etc.

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APPENDIX A

LIST OF LONG TITLES AND DEFINITIONS

1. 179 Days Rule. Marine Corps policy dictates that, ADSW tours (which include Exercise Participation orders) are generally limited to an aggregate of 179 days or less per fiscal year. On an individual basis, extensions over 179 days may be granted by CMC (RA), (See Appendix B for 179-days waiver format). "Breaking the period" by terminating orders prior to the 179 days maximum, and issuing an additional set of orders to report to the same command for the same project is not authorized.
2. Active Duty (AD). Full-time duty in the active military service of the United States. A general term applied to all active military service with either the Active or Reserve Component (DoDDIR 1215.6).
3. ADSW. A short term tour of active duty which is authorized for Reservists using MPMC appropriations if the project supports the Active Component, or using Reserve Personnel Marine Corps (RPMC) appropriations for projects supporting the Reserve Component.
4. ADT. AD that is used for training members of the Reserve Component. AD includes AT, special tours of ADT, school tours, and the initial tour performed by enlistees without prior military service (DoDDIR 1213.6).
5. Additional Training Period (ATP). Paid periods of inactive duty for SMCR members (in addition to the annual regularly scheduled IDT periods authorized for members of the SMCR) exclusive of additional IDT flying periods (DoDDIR 1215.6).
6. Alternate Annual Training Duty (ALTAT). ADT performed in lieu of AT. ALTAT is specifically approved by the COMMARFORRES, or the operational sponsor for IMA's in lieu of regularly scheduled AT. The COMMARFORRES may delegate approval authority to subordinate commanders.
7. AT. AT is annual ADT for SMCRs of not less than 14 days (excluding travel time) for units, and 12-14 days (excluding travel time) for IMA's each year. Training is prescribed by the CMC (RA)/COMMARFORRES, or the operational sponsors of IMAS (DoDDIR 1215.6).
8. Appropriate Duty. A form of Inactive Duty Training (IDT) without pay for attendance at special functions or to perform certain tasks.
9. Associate Duty. A form of IDT without pay performed on an affiliated basis with a Reserve Component or Active Component unit.
10. Component. A term used to denote a specific category of the Armed Forces; e.g., Active Component and Reserve Component.
11. Equivalent Instruction or Duty (EIOD). Instruction or duty of not less than 4 hours duration, paid (designated an EIO) or nonpaid (designated an EIN), performed as a "make-up" or substitute IDT period.
12. Exercise Participation. Short term tours specifically designed to allow officers and enlisted members of the IRR/SMCR to have the opportunity to volunteer annually for FMF exercises using ADSW orders.

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13. Extended Active Duty (EAD). AD performed by a member of a Reserve Component when strength accountability passes from the Reserve Component to the Active Component contingent upon funding source.

14. Formal School. A school which satisfies Marine Corps-wide training and education requirements; has facilities, funding and personnel requirements provided by the Marine Corps; has quotas normally controlled by the Commanding General, Marine Corps Combat Development Command (MCCDC); is funded under program element number 847XX; and has course descriptive data approved by the CG, MCCDC for each course of instruction (reference (q)).

15. Active Reserve (AR,) (Formally Full-Time Support (FTS)). Marines who are part of the Selected Marine Corps Reserve on full-time active duty under either Sections 265, 672(d) or 678 of 10 U.S.C. for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Component per reference (n).

16. Inactive Duty Training (IDT). Duty or training performed by Reservists not on AD, AT, or ADT. IDT includes regular training periods, EIOD, associate duty, appropriate duty, approved correspondence courses, ATPs, AFTPs, and RMPs (DoDDIR 1215.6).

17. Incremental Initial Active Duty for Training (ITADT). An enlistment program for college, university, or trade school students allowing individuals to attend basic military and initial/technical skill training during summer semester break within one year after the completion of recruit training. This training is normally completed in two increments, however a third summer of training may be required to complete Marine Combat Training (MCT) for some MOSs.

18. Individual Mobilization Augmentee (IMA). A member of the SMCR who is pre-assigned to a mobilization billet, requiring continuous training during peace time, on an Active Component T/O.

19. Individual Mobilization Augmentee Detachment (IMA Det). An administrative peace time grouping of IMAs.

20. Individual Ready Reserve (IRR). A trained manpower pool of Ready Reservists who are not in the SMCR. The IRR consists of:

a. Marines who have had training and served previously in the Active Component or in the SMCR and have some period of Military Service Obligation (MSO) remaining.

b. Marines who have completed the MSO and are in the IRR by choice.

c. Marines of the Delayed Entry Program (DEP) (DoDDIR 1215.6).

21. Initial Active Duty Training (IADT). The period of ADT when recruit training, MCT, and initial skill training are accomplished incrementally or continuously; required of all initial enlisted accessions (DoDDIR, 1215.6).

22. Initial Skill Training (IST). A sub-category of specialized skill training, subsequent to recruit or officer acquisition training, to initially qualify Marines in an MOS beyond the basic MOS. This category may include training received by those Marines making a lateral move from one MOS to another; is usually conducted in formal schools; may be conducted in the unit environment as MOJT or FTS.

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23. Mobilization. The process by which part or all of the Armed Forces are brought on active duty to a state of readiness for war or other national emergency.
24. NOE. A document authorizing benefits provided by law for any condition incurred during or aggravated by service requiring medical care that extends beyond the termination of a period of duty.
25. Operational Sponsor (Op Sponsor). An Active Component sponsor having responsibility for the operational training and recall of designated preassigned personnel.
26. Pay Groups. Pay groups are three digit numerical designations of the pay categories of the Ready Reserve.
27. Readiness Management Period (RMP). Paid periods of inactive duty, in addition to the annual 48 regularly scheduled IDT periods, exclusive of ATP's and AFTP'S. RMP's are used for unit administration, training preparation, support activities, and maintenance functions (DoDDIR 1215.6).
28. RCT. A program designed to give IRR members opportunities to enhance military skills by training with their active component counterparts. RCT provides mobilization readiness training for IRR's preassigned to W-series T/O'S (MCO 1510.39A) reference (f).
29. SMCR. That portion of the Marine Corps Ready Reserve having an IDT and AT requirement. SMCR members are in the MARFORRES, IMA and AR communities.
30. Unit Training. Training, either collective or individual, conducted in a unit (MCO 1553.1) reference (a).
31. Wartime Billet. Wartime requirements identified to support the initial wartime expansion and subsequent service sustainment functions. Preassigned IRR'S, retirees, or civilians will be utilized to fill these requirements.
32. Table of Organization (T/O). The T/O that reflects the integration of Reserve and Active Components.

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APPENDIX B

CHECKLIST FOR 179 DAYS ADSW WAIVERS

Ref: (a) MCO 1001.55A
(b) MCO 1001R.56A

1. Requests for 179 days ADSW waivers must contain the following information (as derived from the references). This information applies equally to ADSW funded by Reserve Personnel Marine Corps (RPMC) and Military Personnel Marine Corps (MPMC) ; however, RPMC funded ADSW is intended to primarily support the Reserve Component and MPMC ADSW is intended to primarily support the Active Component. The bullets listed below must be addressed in the text of the request:

a. Indicate what the ADSW request will support, either:

- (1) Study groups.
- (2) Training sites.
- (3) Exercises.
- (4) Short-term mission related projects.
- (5) Administrative support functions.

b. Provide a brief POA&M outlining when the project will be complete and the nature of the final product.

c. Indicate that other means to meet the requirement have been explored and found not feasible including:

- (1) Active Duty personnel.
- (2) GS employees.
- (3) Civilian contractor.
- (4) Consecutive periods of ADSW for more than one person.
- (5) Requests should also contain:

(a) Acknowledgement that the assignment will provide full day-to-day employment of the reservist.

(b) Period of Active Duty requested.

(c) The name/grade/SSN and status (IRR/SMCR/IMA) of the Marine requested.

d. Identify total number of Active years/months of service that the Marine will obtain by the end of the requested duty period (must not exceed 18 years of active service.)

e. Identify the impact of disapproval on the requesting Command's mission.

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f. Identify the nature of the tasking to accomplish the project (internal, e.g. requesting unit commander, or external, e.g. CINC, HQMC, MARFOR).

g. Indicate that the requested ADSW does not:

(1) Improve an organization's T/O staffing.

(2) Support requirements external to the Marine Corps.

(3) Indicate the unique expertise or talent provided by the assigned reservist.

h. Indicate that assigned reservist(s) will be restricted to the specific duties required to accomplish the special project.

i. Identify funding source and provide estimated cost.

j. Indicate whether this extension will require a modification of current orders or a new set of orders.

k. Indicate that the ADSW Marine will be allowed to expend accrued leave and complete all medical and administrative requirements prior to completion of active duty.